As an Instructor

Grades are entered once the term is complete (or session, for reduced session classes). Once a grade roster has been approved and posted, the grade roster cannot be changed.

However, new system functionality allows instructors to change grades for individual students through their portal.

Step 1: Log into the portal and navigate to the grade roster for the class you wish to change.

Navigate to the faculty center in UCD Access
Select the correct term using the “change term” button

**Faculty Center**

**My Schedule**

Use the radio buttons to make a selection and press “continue”
Select Term

Select a term then select Continue.

<table>
<thead>
<tr>
<th>Term</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2014</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2014</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Summer 2013</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2013</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2012</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2011</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>CU Denver</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>CU Denver</td>
</tr>
</tbody>
</table>

Select “grade roster”

Select “Request Grade Change:”
You will need to select the term and class from the list:

Once you have entered a class, you will see a drop down list of students and official grades:
Select the grade you wish to change and use the drop down to change the grade:

Once you select the grades and press “Save”, the page will look like this.
and a pop up will appear. Press “Submit” to submit the change:

If you’d like to see which students you are approving, select “Students for grade change”
You will get another pop-up with the information about what grade you are changing:

As an instructor, you are now done! Wait for the grade change to be routed to your dean’s office. You should receive an email letting you know whether it has been approved or not, and you should also receive an email letting you know once the grade has been posted by the Registrar’s Office.
As a Dean’s Office (Individual with Dean’s Signature Authority) ✪

Once an instructor has submitted a grade change, you can log in and approve that change through your UCD Access portal.

You should receive an email that looks like this:

![Email Example]

Log into the portal, then highlight the link and paste it into your open browser. You will be taken to the form to be approved. If you would like to approve, select the “Approve” button, or “Deny” to deny the request.
If you select “Go to Form”, you will see a pop-up window. Select “Students for grade change” to see the students you are approving:
The pop up window will show what students you are approving:

Once you have approved, your request will be sent to the Office of the Registrar for approval.
As a Proxy

Proxies must log in to Campus Solutions. They cannot use the portal as they may not have a faculty tab.

Go to faculty center and select proxy tab.

This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID:

*Please enter the Institution: CU Denver

*Please select from the following term:

*Please select from the following class list:

Please select submit changed or late grade

Official Grade

*Grade Input

Comment

Status:

Date Submitted:

Action Date:

Instructor | Proxy

Need a SID
This is your online form to submit a grade change or enter a late grade.

Please enter the Student ID: 

*Please enter the Institution: 

*Please select from the following term: 

*Please select from the following class: 

Please select submit changed or late grade

Official Grade 

Grade Input 

Comment: I am changing this grade.

Status: 

Date Submitted: 12/22/2016 

Action Date: 

Save Notify Add Update/Display Include History
Students for grade change

CU_CGRCHANGE_REQUEST

Download results in    Excel Spreadsheet   CSV Text File   XML File   (14k)

Seq #: 599

*Subject: CUDEN_2154_ACCT_2200_E01(19175)

Priority: 3-Standard

Status: Initial

Request ID: 572

Message Catalog: 25000

I am changing this grade.

My Info and Pay  Benefits and Wellness  Training  Forms  Business Tools  Manager  Reporting & Compliance  Useful Links

Find an Existing Value

Search Criteria

Sequence Number: begins with 599

Form: begins with

Subject: begins with

Priority: begins with

Due Date: begins with

Document Key String: begins with

Approval Status: begins with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

No matching values were found.
Approve here:
To view the form, click “Go to Form”:

Then click “students for grade change”: 
To approve select “Approve”, and to deny select “Deny”: 

| Seq Nbr | ID   | Last Name | First Name | Class Nbr | Subject | Catalog | Term | Section | Career | Grd Scheme | Grade Base | Original Grade | Changed Grade | ChksumStat | Submitted DT | Processed DT | User          | Request ID | to_chart(A/COMMENTS) |
|---------|------|-----------|------------|-----------|---------|---------|------|---------|--------|------------|------------|----------------|--------------|------------|--------------|--------------|--------------|---------------------|
| 1       | 672  |           |            | OUDEN    | 2164    | 18175   | ACCT | 2200    | E1     | UGSSD UGD | LTR D+     | A             | IR           |             | 15/20/2016  |              |              |              | I am changing this grade |
As Office of the Registrar Staff

Log into your portal and select the “Worklist” button at the top right:

Grade changes that have been approved by the dean’s offices will appear in a list.
To select grade change to approve, select the link:

You may Approve, Deny, or Save Comment:
If you select “Go to Form” you can see this page:
If you select “Students for grade change” you can see the students and the change being suggested by this form:

If you select “Approve” you will see this page:

If you select “Deny” you will see this page:
### Denver - CLASU

#### Seq #: 259

**Subject:** CLDEN 2107, SUST 3610, 001(27205)

**Comment:** Denied.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apodaca, Lindsay M</td>
<td>Multiple Approver</td>
</tr>
<tr>
<td>Grade Change Approver</td>
<td>Grade Change UCD Registrar</td>
</tr>
</tbody>
</table>

| Seq #: 259

**Subject:** CLDEN 2107, SUST 3610, 001(27205)

**Comment:** Denied.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bergen, Shawn L</td>
<td></td>
</tr>
<tr>
<td>Grade Change Approver</td>
<td>Grade Change UCD Registrar</td>
</tr>
</tbody>
</table>

[Return to Search](#)